



LOMBARD
DISTRICT 44

150 S Madison St
Lombard, IL
www.sd44.org

INSIDE YOUR **SCHOOLS**

STUDENT & PARENT HANDBOOK

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OUR VISION

Nurturing Growth, Fostering Connections.

OUR PHILOSOPHY

Lombard District 44 encompasses personal growth, readiness for learning, resilience through diverse experiences, and the ability to foster relationships.

STRATEGIC PLAN GOALS



Student Wellness and Growth

Foster a sense of connection and engagement in student learning, promoting growth academically and emotionally.



Family and Community Engagement

Engage families and community to actively support the district's mission, contributing to the overall success of students and the district.



Professional Growth and Commitment

Provide staff resources and support for meaningful connections and effective, tailored teaching to meet each student's needs.



Financial Stewardship, Facilities and Technology

Ensure inspiring learning environments, adaptability to evolving student needs, and equitable, student-focused financial decision-making.



ABOUT THIS HANDBOOK

The purpose of this handbook is to help students and families become aware of district policies, rules, and procedures by providing a summary of the District 44 School Board policies. The Board policies that govern the operation of District 44 are available to the public at the Administration Center and [on the District 44 website \(www.sd44.org\)](http://www.sd44.org).

Policies may be amended during the year without notice; if the policy differs from information in this handbook, Board Policy takes precedence.

DISTRICT ADMINISTRATION CONTACT INFORMATION

630.827.4400 (Phone) | 630.620.3798 (Fax)
150 W. Madison St., Lombard, IL 60148
Office Hours: 8:00 AM - 4:30 PM

Superintendent of Schools	Ted Stec	tstec@sd44.org
Deputy Superintendent	Maria Martin	mmartin@sd44.org
Assistant Superintendent of Finance, Technology, and Facilities	Neil Perry	nperry@sd44.org
Assistant Superintendent of Staff and Student Services	Brett Sharkey	bsharkey@sd44.org
Director of Employee Relations	Scott Stehlik	sstehlik@sd44.org
Director of Operations	Hans Budach	hbudach@sd44.org
Director of Special Services	Clodagh Sorrentino	csorrentino@sd44.org
Director of Strategic Initiatives	Allie Hahn	ahahn@sd44.org

Visit www.sd44.org!

Our website has information about calendars, departments, events, and more! Board policy is also available under the “Board of Education” tab. Each school has a website with building-specific information and staff directories.



SCHOOL CONTACT INFORMATION



BUTTERFIELD SCHOOL

Grades K-5

Address: 2 S. 500 Gray
Office: 630-827-4000
Fax: 630-889-7960
Attendance: 630-827-4001
Principal: Hayley Schmelzle, hschmelzle@sd44.org
Secretary: Tracy Latelle



JOHN SCHRODER EARLY CHILDHOOD CENTER

Pre-K

Address: 1519 S. Grace
Office: 630-827-4260
Fax: 630-216-8412
Attendance: 630-827-4261
Principal: Cathy Angelos, cangelos@sd44.org
Secretary: Angila Mrazek



MANOR HILL SCHOOL

Grade K-5

Address: 1464 S. Main
Office: 630-827-4300
Fax: 630-889-7964
Attendance: 630-827-4301
Principal: Eric Haren, eharen@sd44.org
Secretary: Tena Krajcovic



PLEASANT LANE SCHOOL

Grades K-5

Address: 401 N. Main
Office: 630-827-4640
Fax: 630-620-3760
Attendance: 630-827-4641
Principal: Rita Tameling, rtameling@sd44.org
Secretary: Candice Yengibarov



GLENN WESTLAKE MIDDLE SCHOOL

Grades 6-8

Address: 1514 S. Main
Office: 630-827-4500
Fax: 630-620-3791
Attendance: 630-827-4502
Principal: Mike Kettwig, mkettwig@sd44.org
Asst. Principals: Bonnie Schwieterman
Secretaries: Lucretia Davies, Nina Newcombe ,



MADISON SCHOOL

Grades K-5

Address: 150 W. Madison
Office: 630-827-4100
Fax: 630-620-3769
Attendance: 630-827-4101
Principal: Oscar Suarez, osuarez@sd44.org
Secretary: Beatriz Clark



PARK VIEW SCHOOL

Grades K-5

Address: 341 N. Elizabeth
Office: 630-827-4040
Fax: 630-620-3749
Attendance: 630-827-4041
Principal: Andrea Geigner, ageigner@sd44.org
Secretary: Josy Weyers



WM. HAMMERSCHMIDT SCHOOL

Grades K-5

Address: 617 Hammerschmidt
Office: 630-827-4200
Fax: 630-630-3733
Attendance: 630-827-4201
Principal: Dave Danielski, ddanielski@sd44.org
Secretary: Elizabeth Valdivia



SECTION 1 - DISTRICT AND SCHOOL OPERATIONS

ABSENCES & ATTENDANCE (see also [SCHOOL HOURS](#); [TARDIES](#))

Parents/guardians must notify the school before 9:00 AM if a student will be absent for the morning or entire school day and before 1:00 PM if a student will be absent for the afternoon session. If a student is absent and the school has not been notified, staff will make a reasonable effort to contact the parent/guardian within two hours of the first missed class.

Regular attendance is essential for academic success. Valid reasons for absence include illness (including mental or behavioral health concerns), religious observances, death in the immediate family, family emergencies, circumstances beyond the student's control, concerns for the student's health or safety, or other reasons approved by the Superintendent or designee. Parents/guardians should notify the school in advance when possible.

Students with excused absences may make up missed work within a reasonable timeframe. Generally, students are given one day for each day missed, beginning upon their return. It is the responsibility of the student and parent/guardian to obtain, complete, and submit missed assignments and arrange make-up assessments with teachers. Parents/guardians of students absent for three or more consecutive days may contact the school to arrange for assignment pickup.

For attendance purposes:

- Kindergarten and Grade 1 students: 240 instructional minutes = full day; 120 minutes = half day
- Grades 2–8: 300 instructional minutes = full day; 150 minutes = half day
- Less than 45 minutes late = tardy (not absent)

Building Principals and school office staff monitor attendance closely. Under Illinois law, students absent without a valid excuse for more than 5% (approximately 9 days) of the school year are considered truant. Parents/guardians will be contacted when attendance concerns begin to negatively impact learning. Interventions may include conferences, intervention plans, supportive services, and referrals when necessary.

ABSENCE REPORTING

Parents/guardians should call the school attendance line as soon as possible in the event a student will be absent or tardy:

Butterfield	630-827-4001	Madison	630-827-4101
Hammerschmidt	630-827-4201	Manor Hill	630-827-4301
John Schroder	630-827-4261	Park View	630-827-4041
Glenn Westlake	630-827-4502	Pleasant Lane	630-827-4641

ABSENCE DUE TO ILLNESS (see also [HEALTH SERVICES](#))

Students should not return to school until free of fever greater than 100°F, vomiting, and/or diarrhea for a full 24 hours without the use of medication. If it is necessary for a student to go home from school, the nurse or school secretary will make all arrangements. Students may not make their own arrangements to go home. Please make sure that the emergency contact numbers on file at the school are up to date; these include phone numbers of parents/guardians and emergency contacts that can be reached if necessary. Students will be released only to a parent or designee for whom the school has authorization on file. Proof of identity will be required.

AUTHORIZATION FOR RELEASE OF STUDENTS

To release a student to a person other than the student's parent/guardian, the District must have written permission from the student's parent/guardian. Parents/guardians must provide written permission by sending a note to school with your student stating the name and phone number of the person(s) who is authorized to pick up the student, or by emailing this information to your student's teacher no later than 9:00 AM the morning of the day in question. Once the District receives this written permission, it will be placed in your student's file for reference. If the authorized pick up is to be limited to one time only, please state that in the note or email. Students will not be released to persons for whom the District has not received permission. The authorized person picking up your student will have to provide identification (e.g., drivers' license) to the school office staff at the time they are picking up your student.

BICYCLES, SCOOTERS, ETC.

The Building Principal of each school creates and administers the bicycle procedures necessary for that particular school area. These procedures will be provided to students and parents/guardians at the beginning of the school year and are available from the school office. Scooters, rollerblades (including roller-shoes), skates and skateboards may not be used on school property and may be confiscated. Age limits for e-scooters and e-bikes are enforced by the [Village of Lombard](#). No e-scooters under 18 and no class 3 e-bikes for children under 16. The school is not responsible for lost or damaged bicycles, helmets, scooters, rollerblades, skates, or skateboards.



BOARD OF EDUCATION (BOE)

The Board of Education (BOE) governs the school district. BOE members are elected community members serving without pay, each of whom represents the district as a whole. They make decisions only as a unit. The current District 44 board members are:

Tony del Alcazar	President	Sarah Novey	Member
Cary Weisgram	Vice President	Gayln Piper	Member
Stephen Flint	Member	Amy Thorpe	Member
Andrea Messing-Mathie	Member		

The BOE meets regularly, generally on the second Tuesday of each month at 6:00 PM. Parents and community members are encouraged to attend meetings. BOE materials including meeting dates, agendas, and policies are posted on the [District 44 website](#). (2:10–2:240)

BUDGET

The district budget is the culmination of a year-long planning process. The budget lays out how the district intends to support student-learning goals, maintain its buildings and grounds, provide supplies and equipment and pay for needed staff. It is a spending plan for the fiscal year of July 1-June 30, and the Board of Education may discuss, review and amend expenditures. The board must approve the annual budget no later than Sept. 30, after a period during which the budget is on public display at the Administration Center and posted on [www.sd44.org](#). Budget adoption by the board is preceded by a public hearing, which is publicized and posted on our website. (4:10, 4:60)

BUS SAFETY (see also BUS TRANSPORTATION; BUS CONDUCT)

District 44 and its transportation provider are committed to maintaining a safe and orderly environment on school buses. School buses are considered an extension of the school environment for purposes of supervision, safety, and conduct enforcement.

Students are supervised by the bus driver, who holds authority comparable to a classroom teacher for the duration of transportation. Bus routes, stops, and procedures are established to promote student safety.

To support safe transportation, the District may implement safety measures including, but not limited to:

- Annual bus evacuation drills for students
- Assignment of seating as needed for safety or behavioral reasons
- Use of electronic audio and video recording devices on school buses

Recording devices may be used to monitor behavior, investigate incidents, and maintain student safety. Recordings may be reviewed by school officials and used in accordance with District policy. Students who damage school buses or tamper with safety or recording equipment may be responsible for repair or replacement costs and may be subject to disciplinary action.

The District reserves the right to take appropriate action when student behavior compromises bus safety, including temporary or long-term modification of transportation services. If bus riding privileges are suspended and no alternate transportation is available, students will be provided the opportunity to complete or make up academic work. Parents/guardians are responsible for notifying the school if alternate transportation is not available. (4:110, 7:220)

BUS TRANSPORTATION (see also BUS SAFETY; BUS CONDUCT)

District 44 provides transportation in accordance with state law and Board policy. Bus service is generally available for students who live more than 1.5 miles from their assigned school or where walking conditions present a safety hazard, as determined by the District. Transportation may also be provided for eligible students in special circumstances or programs as required by law or a student's Individualized Education Program (IEP).

Bus routes, stops, and schedules are determined by the District in cooperation with the transportation provider and may be adjusted as needed to ensure safety and efficiency. Students may be assigned to designated pick-up and drop-off locations, including approved child care sites along regular routes when applicable.

Families of students receiving special education transportation services should contact the Special Services Office with questions or concerns. Absences and transportation changes for these students should be communicated directly to First Student at 630-469-1900. Additional questions or concerns may be directed to Special Services staff at 630-827-4431.

Students are expected to follow all bus safety and conduct expectations while riding district transportation. Students may ride only their assigned bus. (4:110)



CALENDAR

The district calendar is posted on www.sd44.org. The online event calendars provide information for each school. The district makes every effort to avoid changing dates, but dates are subject to change. The last day of school can only be tentatively set because it depends on how many emergency days are used during the year. Please keep this in mind when making summer plans.

COMPLAINTS

If you wish to address a concern, start with the person closest to the issue; for example, for classroom issues, first talk with the teacher. From there, contact the Building Principal. If you feel dissatisfied with the response at the building level or have a district-wide concern, contact the appropriate district-level administrator. If your issue remains unresolved, bring the matter before the Board of Education either in writing or in person at a BOE meeting. In addition, individuals who are not satisfied after following the channels of authority may be able to file a grievance under the Uniform Grievance Procedure. ([2:260](#))

Complaints Related to Instructional Materials

Parents/guardians have the right to inspect any instructional material used as part of their student's educational curriculum. A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their student's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. A parent/guardian may request that his/her student be exempt from using a particular instructional material or program by requesting and completing a Curriculum Objection form from their Building Principal. Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint ([2:260](#), [7:15](#))

COMMUNICATION

District 44 strives to provide timely, accurate and complete information to parents/guardians and the community, and supports a variety of ways for the community to provide input, feedback and to get their questions answered. Along with direct email and phone calls, the district uses ParentSquare for district and school communication. The tool has email, text and app notifications. ParentSquare automatically generates an account for each parent/guardian, using their preferred email address and phone number.

Parents/guardians are encouraged to access their ParentSquare accounts at parentsquare.com so they can download the mobile app and update their preferences on when and how they are notified. Those who do not activate their account will still receive email communications from ParentSquare as long as they do not mark the messages as spam or block them.

DISABILITY ACCOMMODATION

District 44 strives to provide individuals with disabilities an opportunity to participate in all school-sponsored services, programs or activities on an equal basis to those without disabilities. Disabled persons should notify the Building Principal or the superintendent if they require assistance in advance in order to arrange reasonable accommodations. ([8:70](#))

DISCRIMINATION & HARASSMENT

District 44 does not discriminate on the basis of national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, physical or mental disability, immigration status, order of protection status, status of being homeless, military status, or unfavorable discharge from military service in employment or in the provision of services, programs, and activities. The following rules provide a summary for our PreK-8 students: ([2:260](#), [2:270](#))

1. **No discrimination or harassment allowed.** Everyone at our schools deserves to be treated fairly and kindly. It is against our school rules to treat anyone badly or differently because of their race, skin color, or where they come from.
 - a. Examples of unfair treatment:
 - i. It's wrong to punish students more harshly because of their race or color.
 - ii. Every student should have equal access to advanced classes, activities, and special help, no matter their background.
 - b. Examples of harassment:
 - i. Name-calling, teasing, or making fun of someone's race or where they come from is not allowed.
 - ii. Using mean words or showing hurtful pictures related to race is also against the rules.
2. **Reporting Problems.** If you see or experience discrimination or harassment, tell a teacher, Building Principal, or any adult you trust at school. They will take your report seriously and keep it as private as possible while they look into it.
3. **How We Handle Reports.** We will investigate all reports to ensure our school stays a safe and respectful place for everyone. Students and staff who break these rules will face consequences, which can include being asked to leave our school.



4. **No Retaliation.** No one is allowed to get back at someone for reporting discrimination or harassment. If someone tries to do this, they will be disciplined as well. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

DISTRICT TECHNOLOGY & INTERNET USE

District 44 provides students with access to district-owned devices, software, digital resources, and electronic networks to support teaching and learning. Students are expected to use these resources responsibly, safely, and in accordance with district policies and classroom expectations. Failure to follow district technology expectations may result in loss of technology privileges, disciplinary action, financial responsibility for damages, and/or other consequences as appropriate. Related information can be found on our website's [Technology page](#).

DRESS CODE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. (7:160)

Students are expected to maintain a neat and clean appearance. Clothing and personal appearance is the responsibility of the parent/guardian. Parents of students whose dress does not fall within guidelines will be contacted and asked to bring alternate clothing to school. Continued violations of the dress code expectations may result in disciplinary consequences.

- Any clothing or appearance, which is obscene, disruptive to the educational process, or presents health or safety problems will not be permitted.
- Undergarments should not be visible.
- Except for religious purposes and/or state, county, or district mandates, hats and hoodies that obscure the face or disrupt the learning environment are prohibited.
- Items including, but not limited to, sunglasses, backpacks (unless lockers are not being used), and outerwear should be kept in lockers during the school day.
- Garments or paraphernalia which contain reference to alcohol, drugs, gang affiliation, sex, obscenities, weapons or other inappropriate or discriminatory language or content are prohibited.
- From time to time certain clothing styles/garments become a disruption to the learning environment that may result in a change in the dress code during the course of the term.

For middle school students, students whose dress does not fall within guidelines will be asked to wear alternate clothing or P.E. uniform. Continued violations of the dress code expectations may result in additional disciplinary consequences. In an attempt to help increase student responsibility, efforts will be made to resolve any dress code issues with the student at school. Parent/guardian cooperation and support for these guidelines are appreciated.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

DRIVING STUDENTS TO SCHOOL (see also WALKING TO SCHOOL)

If students are driven to school, allow adequate time, observe the school's drop off and pick up procedures, and follow instructions given by the crossing guard and building staff members.

DROP OFF OF SCHOOL MATERIALS OR LUNCHES

School materials or lunches being dropped off must be delivered to the school office.

EMERGENCY CLOSINGS

The decision to close school is made by evaluating the forecast, the road conditions, the bus company's status, the ability of staff to get into work, and other factors.

- In the event that school is closed or must close early due to emergency or severe weather, every reasonable effort is made to notify parents/guardians via mass communication system. This includes text, email, and ParentSquare app notifications. The notice will also be available at www.emergencyclosingcenter.com and a posting will be made on the District 44 website. Students may only be signed out by a parent/guardian or authorized adult.
- If severe weather is imminent near dismissal time, the District will assess whether students can safely travel home; if not, students will be held at the buildings until conditions are determined to be safe.
- During an emergency or a delayed dismissal, students will only be released to a parent/guardian, or to another adult who has been authorized by the parent/guardian, unless the Building Principal feels conditions are too hazardous for any release. However, we value your safety and urge you to stay home until conditions clear.



- Emergency days may be made up at the end of the school year; the school calendar allows for up to five emergency days.
- An [e-learning plan](#) has been approved for District 44 and may be used in the event of a school closure as determined by the superintendent and the Board of Education. Should the district choose to utilize an e-learning day, this will be communicated with staff and families as early as possible utilizing the same process as notification of an emergency school closing.

EMERGENCY CONTACTS

Each year during online registration, parents/guardians are asked to complete an emergency information section that includes telephone numbers where they can be reached (e.g., home, work, cellular). The names and telephone numbers of two persons who can assume temporary care of a student if the parent/guardian cannot be reached in an emergency are also requested. It is extremely important that these persons be willing, and able, to provide temporary care for a student in an emergency situation. If at all possible, they should be individuals who are generally available during school hours. Parents/guardians must notify the school of any changes or updates to contact information during the school year. In the event of a critical emergency requiring the immediate assistance of paramedics, the paramedics will be called before calling the parent/guardian or emergency contact names.

EQUAL OPPORTUNITY

District 44 is committed to equal educational and extracurricular opportunities for all students without regard to race, color, national origin, gender, gender identity, religion, sexual orientation, physical or cognitive handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of any protected status. ([2:260](#), [7:10](#), [8:20](#))

EXTRACURRICULAR ACTIVITIES

School-sponsored activities include activities sanctioned by the district through granting of a stipend to a sponsor and club activities which have received the written approval of the superintendent and are sponsored by a staff volunteer, after consideration of the recommendation of the Building Principal. No other activities will be considered school-sponsored. Students must satisfy all attendance and academic standards and comply with activity rules and students code of conduct. ([6:190](#)) ([7:300](#))

FAITH'S LAW (see also WARNING SIGNS OF CHILD SEXUAL ABUSE)

Faith's Law establishes a definition of sexual misconduct and outlines a number of prevention requirements for schools. The Illinois State Board of Education (ISBE) provides and maintains the [Faith's Law Resource Guide](#) for pupils, parents/guardians, and teachers, which has sexual abuse responses and prevention resources available in their community. Also included is the contact information of entities that provide services for victims of student sexual abuse and their families. To address the Board's obligation to increase awareness and knowledge of these issues, all employees are expected to maintain professional and appropriate conduct as outlined in Board Policy [5:120](#) Employee Ethics; Code of Professional Conduct; and Conflict of Interest.

Sexual misconduct is defined as, "Any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the school district, charter school or nonpublic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following: A sexual or romantic invitation. Dating or soliciting a date. Engaging in sexualized or romantic dialog. Making sexually suggestive comments that are directed toward or with a student. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature. A sexual, indecent, romantic, or erotic contact with a student."

FEES

Illinois law allows school districts to assess fees to help offset certain costs, such as books, supplies and activities. If paying fees is difficult, the district can work out a payment plan or you may be eligible for a fee waiver. ([4:140](#))

FOOD SERVICES (see also FREE LUNCH/REDUCED-PRICE LUNCH)

Breakfast and hot lunch are available at all District 44 schools beginning on the first full day of student attendance. Menus are available on the [District website](#). Student meal purchases are managed through individual food service accounts. Parents/guardians may add funds to a student's account by submitting a check to the school office or through the [MySchoolBucks](#) online payment system. Families may also view account balances and purchase history through MySchoolBucks. Please contact each school directly for lunch periods and times.

FREE LUNCH/REDUCED-PRICE LUNCH (see also FOOD SERVICES)

Information about free and reduced-price meal benefits, including eligibility requirements and applications, is available on the [District website](#) and at each school. ([4:130](#))



FREEDOM OF INFORMATION ACT (FOIA)

Lombard Elementary School District 44 permits access to and copying of public records in accordance with the Illinois Freedom of Information Act. Except for student records, any request for District 44 records must be submitted in writing by emailing FOIA@sd44.org or by mail to the address 150 W. Madison, Lombard, IL 60148. Requests must specify the records to be retrieved and copied. (2:250)

HOMEBOUND INSTRUCTION

Students who are unable to attend school due to a medical condition may be eligible for home or hospital instruction as determined by Illinois law and medical documentation. Eligibility requires a written statement from a physician indicating that the student will be absent for an extended period or for recurring absences due to a medical condition. Students who are pregnant and unable to attend school due to medical reasons will also be provided instructional services before and after childbirth, as determined by medical documentation and applicable guidelines. When approved, instructional services will begin within five school days of receiving the required documentation. For students receiving special education services, instruction will be provided in accordance with the student's Individualized Education Program (IEP). School staff will coordinate with families and medical providers as appropriate to support instruction and the student's return to school. (6:150)

HOMELESS/MCKINNEY-VENTO STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and Illinois law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The District Homeless Liaison assists students and families in accessing school services and support. For more information or assistance, please contact the Department of Special Services at 630-827-4431. (6:140)

INTERNET USE & SOFTWARE ACCESS

Students have access to district computers, network, and a variety of software for educational purposes. The district cannot guarantee that internet filtering software will always block access to inappropriate materials. The district's electronic network is part of the curriculum and is not a public forum for general use. Students and parents/guardians must annually review and acknowledge the Required Use and Internet Safety Agreement (RUA) before students may access district devices or electronic networks. Violations may result in disciplinary action. (6:235)

PERSONAL DATA PROTECTION (SOPPA)

District 44 is committed to protecting the information security of its students in accordance with the latest version of the Student Online Personal Protection Act (SOPPA). Information pertaining to operators (i.e., educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes), what student data is collected, and breach notifications can be found on our [district website](#). (7:345)

GOOGLE WORKSPACE FOR EDUCATION

District 44 utilizes Google Workspace for Education to support learning, communication, and collaboration. K-8 students are provided with district-managed Google accounts that allow access to approved educational tools and services, including Google Classroom, Docs, Gmail, and Calendar. District-approved third-party applications may also be accessed through student Google accounts in accordance with applicable student privacy laws.

MANDATED REPORTING

Any district employee or Board member who has reason to think that a student may be abused or neglected must make a report to the Illinois Department of Children and Family Services (DCFS) and notify a district administrator or their Building Principal that a report has been made. All district employees must sign the "Acknowledgment of Mandated Reporter Status" form provided by the Illinois Department of Children and Family Services (DCFS). Each Board member must direct or cause the board to direct the superintendent to comply with the requirements of the Act if an abuse allegation is raised during an open or closed board meeting. (5:90)

PARENT ORGANIZATIONS (PTA, PTSA)

Parent organizations are active within District 44, with each school having its own PTA or PTSA unit. All units are coordinated through the Lombard Council of Parent Teacher Associations, and are affiliated with the Illinois and the National Congress of Parents and Teachers. At Glenn Westlake Middle School, students have been included and may become members of the PTSA.



The role of the PTA/PTSA is to support the existing educational programs and to provide our students and families with activities that will make our schools true communities. They are nonprofit organizations that are supported entirely by parent and staff memberships. Membership information is available on each school's website. [\(8:90\)](#)

PESTICIDE/HERBICIDE APPLICATION NOTICE

District 44 tries to limit its use of such products, however, occasionally needs arise where their use cannot be avoided. District 44 does maintain a contract for professional pesticide services for use throughout the district to be in compliance with county health ordinances. If a parent/guardian would like to be notified when these pesticide applications will occur, they can indicate so on the Pesticide Use form during annual registration or contact their student's Building Principal. [\(4:160\)](#)

PHOTOS

District 44 takes photos and videos of students for various purposes. Photos are taken annually for internal systems such as Skyward, Food Services, and the yearbook. This provides the school with current pictures of each student for school records. Parents/guardians are under no obligation to purchase pictures for themselves, but may wish to do so. Information will be provided to parents/guardians prior to the date of school pictures.

Parent/guardian permission for the use of student images or work on the district website and social media is collected annually during registration and may be updated at any time by contacting the school office. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student.

RAILROAD SAFETY

Students and families are reminded to practice safe behavior around railroad tracks and crossings.

- Cross railroad tracks only at designated pedestrian or roadway crossings and obey all warning signs, signals, gates, and flashing lights.
- Never walk, play, or ride on railroad tracks. Railroad property is private property, and trespassing on tracks is illegal and dangerous.
- Trains cannot stop quickly. By the time a train engineer sees a person or vehicle on the tracks, it may be too late to avoid a collision, even if emergency brakes are applied.
- Only cross tracks at designated public crossings. Crossing at any other location is unsafe and may result in legal consequences.
- Do not cross tracks immediately after a train passes. A second train may be approaching from the opposite direction or on another track.

Students should always remain alert around railroad crossings and avoid distractions such as cell phones, headphones, or other electronic devices when near railroad tracks.

REGISTRATION & RESIDENCY REQUIREMENTS

To be eligible for admission, a student must be five years old on or before September 1 of that school term. A student entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a student's readiness to attend school, the District may permit them to attend school prior to these dates. A student will also be allowed to attend first grade based upon an assessment of their readiness if they attended a non-public preschool, continued their education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A student with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may be applied for through the [Accelerated Placement Program](#).

The parent/guardian of any student entering District 44 for the first time must present the following documents:

- A certified copy of the student's birth certificate;
- Proof of residence

The superintendent or designee may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois. If the superintendent determines that the student is not a resident, the superintendent will take appropriate action which may include refusing to enroll or dis-enrolling the student. Illinois law has made it a crime to knowingly present false residency information for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the district. If a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, they may, with a written request from a legal custodian, maintain their residency as determined prior to the military obligation. [\(7:60\)](#)

Proof of the required health examination, immunizations, eye examination, and dental examination also must be submitted at the required intervals. Proof of the required health examination and immunizations must be submitted by October 15. Any student not compliant by October 15 will be excluded from school until proof of the required health examination and immunizations are



received. See Section 3 Health Services of this handbook for more information on health examination and immunization requirements or view our [Health Services webpage](#).

Schools of the district do not refuse to enroll a student because of a student's failure to present their student permanent or temporary records from a school attended previously. ([6:135](#), [7:50](#), [7:60](#))

RELEASE OF INFORMATION (see also STUDENT RECORDS)

The district complies with the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) which under some circumstances, permit District 44 to release student directory information to certain entities. General directory information may include student name, address, gender, parent telephone number, parent email, dates of attendance at school, date and place of birth, and grade level. ([7:340](#))

Please be advised that at the completion of the 8th grade year, a student's school records will be sent to the appropriate D87 high school or the school specifically designated by the parent/guardian as their student's high school, consistent with the District's student records policy and procedures, and state and federal law governing student records.

RIGHTS OF NON-CUSTODIAL PARENTS (see also STUDENT RECORDS)

Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act indicating otherwise:

- Divorced or separated parents/guardians with and without parental responsibility are both permitted to inspect and copy the student's school student records.
- The Building Principal shall send copies of the documents listed below to both divorced and separated parents/guardians at either's request:
 - Academic progress reports or records,
 - Health reports,
 - Notices of parent-teacher conferences,
 - School calendar regarding the student, and
 - Notices about open houses, graduations, and other major school events including student-parent/guardian interaction.

The school will deny access to a student's school records to a parent/guardian against whom an order of protection was issued. The school will also deny access to a student's school records to a parent/guardian who is not allocated parenting time, unless the parent/guardian presents a court order with a finding that it is in the student's best interests to provide those records to the parent/guardian.

SAFETY DRILLS

Safety drills are held at various times during the school year. Such drills are necessary for the safety of the students. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill, a minimum of one (1) law enforcement active threat drill, and a minimum of one (1) bus evacuation drill each school year. The law enforcement active threat drill will be announced in advance and a student's parent/guardian may elect to exclude their student from participating in this drill by contacting the Building Principal. ([4:170](#))

SAFETY PATROL

Safety patrol students from the upper grades are stationed at important intersections before and after school. Schedules can be obtained from the school office. Safety patrol students do not direct traffic or stop moving vehicles. Patrol students are responsible for modeling good safety habits and telling students when it is safe for them to cross intersections. Students must cooperate with the safety patrol students. As good models for their students, parents/guardians should demonstrate respect for the safety patrol as well.

SAFETY PROCEDURES

Providing for the safety of our students when at school is a major responsibility of our staff. The District maintains an Emergency Operations Plan, which is updated annually. Each of our schools also has an individualized Crisis Management Plan that was developed in conjunction with law enforcement agencies, the fire department, and health professionals. In addition, each school has a Crisis Management Team, which is trained and well prepared to respond to a variety of emergency situations.

District 44's response to an emergency incident will depend largely on its nature, and will include at least one of the following five actions: hold, evacuate, shelter, secure, or lockdown. For evacuation purposes, each District 44 school building has one or more off-campus sites where students can be housed in an emergency situation.

All of our schools' exterior doors are kept locked during the school day. We require visitors, including parents/guardians and volunteers, to check in at the school office, with proper ID, upon arrival and departure. ([4:170](#), [8:30](#))



SCHOOL ENTRY IN BAD WEATHER

In bad weather, as determined by the Building Principal or designee, K-5 students will be allowed to enter the school building 15 minutes before the school bell rings or when the first bus arrives. In cold weather, generally students will be permitted into the building early when the wind chill factor is ten degrees Fahrenheit or below.

Middle school students are always permitted to enter the building thirty minutes before the bell.

SCHOOL HOURS (see also ABSENCES & ATTENDANCE; TARDIES)

Please plan your student's departure time so that they arrive on time.

Early Childhood (Pre-K)

- Morning: 9:00 AM - 11:30 AM
- Afternoon: 12:30 PM - 3:00 PM

Elementary Schools (Grades K-5)

- Full day: 8:35 AM - 3:15 PM
- Half day: 8:35 AM - 11:40 AM
- Early release: 8:35 AM - 1:15 PM
- Every school day supervision begins at 8:15 AM, line up begins at 8:27 AM, and doors open at 8:30 AM.

Middle School (Grades 6-8)

- Full day: 8:00 AM - 2:45 PM
- Half day: 8:00 AM - 11:00 AM
- Early release: 8:00 AM - 12:45 PM
- Doors open at 7:30 AM every school day.

SEARCH OF LOCKERS, SCHOOL GROUNDS

To maintain order and security in the schools, school authorities may conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. (7:140)

SEX OFFENDERS

State law prohibits a sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student attending the school and the parent/guardian is there for conference purposes and notifies the Building Principal of his or her presence at the school, or has permission to be present from the board, superintendent, or superintendent's designee. In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. The DuPage County Sheriff's Department maintains an online database of area sex offenders; parents are encouraged to check this site regularly: <https://sor.isp.illinois.gov/sorpublic/> (4:175)

STUDENT RECORDS (see also RELEASE OF INFORMATION)

Parents/guardians and students have a number of rights relative to student records. These rights are within board policy and procedures which are available upon request from the Superintendent's Office or Building Principal. A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school. Student records are confidential and they shall not be released other than as provided by law. (7:340)

- The District maintains both a permanent and temporary record for each student.
 - Permanent Records: Permanent records include the student's name and address, his/her parents' names and addresses, the student's gender, the student's date/place of birth, academic transcript, attendance record, health record, unique student identifier used and assigned by ISBE, any applicable designation of the student's achievement of the State Seal of Biliteracy or the State Commendation Toward Biliteracy, and a record of release of permanent record information. It may also contain a record of honors and awards received and information concerning participation in school sponsored activities and organizations. The district maintains permanent records for 60 years.
 - Temporary Records: Temporary records include family background information, completed Home Language Survey, information pertaining to release of temporary record information, disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another, scores received on state assessment tests, and information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. They may



include other information as stated in Policy. Temporary records are maintained at the school the student last attended in the district for a period of five years.

- A student's parents/guardians or their designee have the right to inspect and copy the student's school records except as limited by state or federal law. A student under the age of 18 has the right to inspect or copy his or her permanent record. In order to review the student's record, the request must be made in writing and directed to the Building Principal. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee \$0.35 per page for copies of the student's record. This fee will be waived when the parent/guardian is unable to pay.

Notification for Students with Disabilities

Special education records and other information contained in the student's temporary record (or copies thereof) that may be of continued assistance to the student may, after five (5) years, be transferred to the custody of the parent/guardian or student. These records may be of future usefulness to the parent/guardian or the student in some circumstances. For example, these records may be helpful in obtaining social security benefits or other benefits from other agencies. Parents/guardians may request these records from the Special Services Department.

TARDIES (see also ABSENCES & ATTENDANCE; SCHOOL HOURS)

Parents/guardians should notify the school if a student will be arriving late. Students arriving less than 45 minutes after the start of the school day will be marked tardy rather than absent.

Middle School Tardiness

Students arriving after 8:00 AM must check in at Student Services and obtain a pass before reporting to class. Excused and unexcused tardies are determined on a case-by-case basis.

Excessive tardiness may result in interventions such as student conferences, problem-solving plans, parent/guardian communication, meetings with school staff, loss of privileges, or other supportive measures. The school reserves the right to review patterns of excessive absences and tardiness and implement additional interventions as needed.

TITLE IX - NONDISCRIMINATION

Lombard School District 44 is committed to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment. The District complies with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in the District, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq.
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
10. Victims' Economic Security and Safety Act, 820 ILCS 108/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff et seq.
13. Employee Credit Privacy Act, 820 ILCS 70/

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy [8:20](#), Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. ([2:260](#); [2:265](#))

• Nondiscrimination/Title IX Coordinator

Brett Sharkey, Assistant Superintendent of Staff & Student Services, bsharkey@sd44.org

• Complaint Managers

Scott Stehlik, Director of Employee Relations, sstehlik@sd44.org

Allie Hahn, Director of Strategic Initiatives, ahahn@sd44.org

All employees receive Title IX training upon hire, then annually thereafter. Employees are trained on the following topics:

- The school's obligation to address sex discrimination in its educational programs and activities;



- The scope of conduct that constitutes Title IX sex discrimination, including sex-based harassment;
- The employee's responsibility to provide a student or guardian with the Title IX coordinator's contact and other information upon notice of a student's pregnancy; and
- The employee's responsibility to notify the Title IX coordinator and/or provide the coordinator's contact information upon notice of sexual misconduct, depending on the employee's role and the level of their institution

THIRD-PARTY STUDENT SURVEYS

Third party student surveys and questionnaires may be administered at the direction of the Superintendent or designee and only when they serve to advance District 44's educational objectives. Third party student surveys and questionnaires are those that are created by a person or entity other than a District 44 official, staff member, or student. Notice will be provided to parents/guardians prior to the administration of third-party surveys or questionnaires and parents/guardians will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request and opt their student out of participation. ([7:15](#))

VIRTUAL BACKPACK

District 44 receives many requests from non-profit organizations to distribute informational flyers to our students. Although we strive to be a good partner with community agencies, we sometimes find our staff and students buried in these flyers! Furthermore, many of these same organizations mail information to our residences. Therefore, District 44 decided to lighten the load and go virtual by moving this information to our website. "Virtual Backpack" can be found on the [District 44 website](#). ([8:25](#))

VISITORS

All school buildings are secured during the school day. All visitors must enter through the main entrance, report to the office, present valid identification, be screened through the Raptor visitor management system, and sign in and out. Visitors must wear a visitor badge while in the building. ([8:30](#))

VOLUNTEERS

Volunteers are a vital part of District 44 and their involvement is actively supported and encouraged. All volunteers will be required to annually complete the application to volunteer, abide by the Volunteer Handbook and participate in the District screening process for all visitors in school buildings. For some activities, the district may require a background check. Please contact the school office for more information.

WALKING TO SCHOOL (see also DRIVING STUDENTS TO SCHOOL)

Walking to school promotes physical fitness, independence and responsibility, is environmentally desirable and eases congestion around our schools. Here are some tips for safe walking: establish a safe route with your child and practice it, reinforce safe walking procedures such as looking both ways at intersections and no dawdling. Encourage your student to walk with a buddy or two.

WARNING SIGNS OF CHILD SEXUAL ABUSE (see also FAITH'S LAW)

Children often show us rather than tell us that something is upsetting them. There may be many reasons for changes in their behavior, but if we notice a combination of worrying signs it may be time to call for help or advice. What to watch out for as warning signs of possible child sexual abuse:

- Acting out in an inappropriate sexual way with toys or objects
- Nightmares, sleeping problems
- Becoming withdrawn or very clingy
- Becoming unusually secretive
- Sudden unexplained personality changes, mood swings and seeming insecure
- Regressing to younger behaviors, e.g. bedwetting
- Unaccountable fear of particular places or people
- Outburst of anger
- Changes in eating habits
- New adult words for body parts and no obvious source
- Talk of a new, older friend and unexplained money or gifts
- Self-mutilation (cutting or burning) in adolescents
- Physical signs, such as unexplained soreness or bruises around genitals or mouth, sexually transmitted diseases, pregnancy
- Running away



- Not wanting to be alone with a particular child or young person

Any one sign doesn't mean that a child was or is being sexually abused, but the presence of several suggests that adults should begin to ask questions and consider seeking help. Keep in mind that some of these signs can emerge at times of stress such as:

- During a divorce
- Death of a family member or pet
- Problems at school or with friends
- Other anxiety-inducing or traumatic events

Physical signs of sexual abuse are rare; however, if a parent/guardian sees these signs, they should take their child to a doctor. A doctor can help determine what may be happening and test for sexually transmitted diseases. Physical warning signs may include:

- Pain, discoloration, bleeding or discharges in genitals, anus or mouth
- Persistent or recurring pain during urination and bowel movements
- Wetting and soiling accidents unrelated to toilet training

If sexual abuse is suspected, contact the Department of Children and Family Services at 800-252-2873. The Children's Advocacy Center of DuPage County may also be a resource at 630-407-2750. For support and counseling, contact the Executive Director of Student Services. Pursuant to Public Act 102-0676, 105 ILCS 5/2-3.1881, ISBE has also provided a resource guide, <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf> on how to find help in the event sexual abuse is suspected, reported, and/or being investigated. (4:165)

WEBSITES (see also INTERNET USE & SOFTWARE ACCESS)

The district website, www.sd44.org, has a wealth of information and news. Each school maintains a site as well with school-specific information. A teacher may maintain a website in order to support instruction and enhance communication with students and parents.

WITHDRAWING FROM SCHOOL

If a family is planning to move, please let the school office know as soon as possible. Student records will be forwarded to another district upon written request.

SECTION 2 - CURRICULUM & INSTRUCTION

ACCELERATED PLACEMENT PROGRAM

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Please contact the Building Principal for questions about the APP or visit [our website's APP page](#). (6:135)

ASSESSMENTS

As part of the school improvement process, various assessments or tests are routinely utilized in order to identify student strengths and weaknesses, as well as provide targeted instruction to struggling students. Assessment information, both standardized and curriculum based, is collected and analyzed on an ongoing basis to assist in effective instructional planning. District 44 administers the state required assessment. (6:340)

AT-RISK STUDENTS

The district develops plans for students who are at risk of academic failure which may include a variety of assessments and educational and support services. (6:110)

CONFERENCES

Scheduled parent/teacher conferences are held in the fall, either in person or virtually. Conferences allow parents/guardians and teachers to become acquainted with one another and to share information that is beneficial to the learning process. Topics discussed may include the curriculum; the student's test results; and academic, social, emotional, and physical development. In addition, suggestions may be made about home activities that can enhance classroom performance. Parents may ask teachers questions during this time.

During the remainder of the year, additional conferences, if needed, can be scheduled at the request of the parent or District 44 staff member. Conferences also provide an opportunity for parents to share information about their student with the teacher.



If an interpreter is required for conferences, please contact the student's teacher to make this request. The school district will provide an interpreter. All teachers are issued telephones and email addresses as additional communication tools. Contact the school office for further information.

CURRICULUM CONTENT

District 44 curriculum is aligned with Illinois Learning Standards and Board policy and is designed to support the academic, social, emotional, and physical development of all students. Students receive instruction in language arts, reading, mathematics, science, social studies, art, music, physical education, health, and other required areas of study. In addition, students participate in learning experiences that promote digital citizenship and internet safety, bullying prevention, character development, career exploration, environmental awareness, and responsible decision-making. The curriculum also includes age-appropriate instruction required by Illinois law, including health and safety education, civics, United States and Illinois history, and the study of the contributions, experiences, and perspectives of diverse individuals and groups throughout history. Additional information regarding curriculum requirements and Board policies is available on the District website. ([6:60](#))

EARLY CHILDHOOD PROGRAM

District 44's Early Childhood Program is a tuition-free program for eligible children and is located at the John Schroder Early Childhood Center. Enrollment is based on qualification or eligibility criteria; families do not directly register children for the program. Free preschool screenings are offered throughout the year for children ages 3–5 to assess developmental progress, including speech and language, vision and hearing, and motor skills. For more information about the Early Childhood screening process, please utilize [this Screening Request form](#).

ENGLISH LEARNING PROGRAM (ML)

District 44 offers an English Learning program in all schools to assist students identified as multilingual learners. Multilingual teachers evaluate each identified student individually to determine his or her level of English proficiency. English instruction and academic support are provided based on student individual needs. Students are evaluated on an annual basis to monitor growth in English language acquisition.

Transitional Bilingual Education programs are offered at the following schools: Madison (Spanish, Urdu), Manor Hill (Spanish, Urdu), Butterfield School (Urdu), Hammerschmidt School (Spanish), Glenn Westlake Middle School (Spanish), and John Schroder Early Childhood Center (Spanish, Urdu). Students in these programs receive support and instruction in English and in their native language as needed.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their student, and (2) be active participants in assisting their student to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. ([6:160](#))

GRADING PRACTICES & REPORT CARDS

District 44 uses grading and reporting practices designed to communicate student learning, provide meaningful feedback, and support continuous academic growth. All grading and reporting reflect student progress toward Illinois Learning Standards and District 44 curricular standards.

K-5 (ELEMENTARY SCHOOL)

In grades K–5, student learning is reported using standards-based reporting aligned to District 44 curricular standards and the Illinois Learning Standards.

Report cards reflect student progress toward identified academic and social-emotional standards. Teacher teams across the District collaborate to define criteria, refine rubrics, and ensure consistency in reporting. Social-emotional learning standards are also included in progress reports. Teachers may also identify areas for growth and provide recommended next steps for student learning each trimester.

Report cards are issued electronically two times per year at the end of the second and third trimesters.

6-8 (MIDDLE SCHOOL)

In grades 6–8, student grades communicate progress toward learning standards and provide meaningful feedback about academic performance. Report cards are issued electronically three times per year at the end of each trimester.

Grade Calculation

Grades are based on two categories of assessments:

- Formative Assessments (20%) – Practice activities that help teachers and students monitor progress toward learning goals.
- Summative Assessments (80%) – Assessments that measure student understanding and mastery of learning standards.

Grade Practices



To promote fairness and consistency:

- Students receive a minimum score of 50% for completed work and 40% for missing work.
- Grades reflect student learning and achievement rather than behavior or compliance.
- Extra credit is not included in grade calculations.
- Students may be required to complete missing assessments and may be referred for additional academic support when needed.

Grade-level teams may provide opportunities for students to demonstrate improved learning through reassessment, corrections, or alternative assessment methods. Expectations for reassessments and late work may vary by course and will be communicated by teachers. Families are encouraged to monitor student progress through Skyward. Teachers and grade-level teams will communicate course-specific grading practices, assessment expectations, and opportunities for reassessment throughout the school year.

HEALTH EDUCATION

District 44 is required by the Illinois School Code to provide health instruction in human growth and development, protection from abduction, and communicable diseases. All students in grades K-8 receive instruction, study, and participate in discussions of effective methods by which students may recognize the dangers of abduction and sexual abuse. At the 4th through 8th grade levels, human growth and development is taught as a separate unit. District 44 staff has worked hard to develop a curriculum which is current and accurate, and which is designed to provide information appropriate to the age of the student.

If a parent/guardian has any questions or concerns regarding the content of the curriculum, they should contact their student's teacher or Building Principal. A parent/guardian may view materials that may be used for instruction, and have the option to withdraw their student from a unit of instruction by sending a written request to the Building Principal. ([6:60](#))

HOMEWORK

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

- Is used to reinforce and apply previously covered concepts, principles, and skills;
- Is not assigned for disciplinary purposes;
- Serves as a communication link between the school and parents/guardians;
- Encourages independent thought, self-direction, and self-discipline; and
- Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Parents/guardians should contact their student's teacher or Building Principal with questions or concerns about homework assignments. ([6:290](#))

KINDERGARTEN

Kindergarten students have the opportunity to attend either half-day or full-day kindergarten programs. The half-day kindergarten program is offered only in the morning. The choice in programming allows families to choose the best option to meet their student's learning needs.

Kindergarten instruction incorporates developmentally appropriate opportunities for exploration, discovery, and play throughout the school day. These experiences support students' academic, social, emotional, and physical development while fostering curiosity, creativity, and a love of learning.

The morning portion of the kindergarten program (half-day or full-day) centers on thematic instruction. This is the organization of the curriculum around a broad theme. Thematic instruction integrates basic disciplines like reading, math, science, and social studies with the exploration of a broad subject. It is designed to provide a context for teaching and learning. This approach has been shown to positively impact student achievement.

The afternoon portion of full-day kindergarten focuses on differentiation. This type of instruction reduces the typical whole-group approach and addresses individual learner needs. Activities in the afternoon are dedicated to meeting the needs of each student through small-group and one-on-one instruction, mathematics learning, and flexible grouping in literacy and mathematics.

LEARNING RESOURCE CENTER

District 44 Learning Resource Centers (LRCs) provide students access to a wide range of print and digital resources. All K-8 students may borrow materials, which are typically loaned for two weeks and may be renewed. Information regarding overdue, damaged, or lost materials is shared with students and families by the school.



MULTI-TIERED SYSTEM OF SUPPORTS

If a student is having academic, behavioral, or social difficulties, school teams will engage in collaborative problem solving through a Multi-Tiered System of Supports (MTSS). In the MTSS framework, resources, instruction, and interventions are provided based on student need and adjusted according to a student's response to support.

MTSS is a flexible framework that allows schools to respond to students' changing needs over time. School teams regularly review student data to monitor progress and ensure appropriate supports are in place. Families are kept informed throughout the MTSS process.

PROMOTION & RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, state requirements, and performance stated and other assessments. In general, students normally progress annually from one grade to another.

The student's parent/guardian will be notified in advance if a student is to be retained at the grade level and the reasons involved in the decision will be fully explained. The final decision regarding retention will be made by the Building Principal after considering such information as present and prior classroom performance, test data, past interventions, support services received, school attendance, age and interests of the student and parent/guardian. If the parent/guardian does not agree with the decision, the decision may be appealed to the Deputy Superintendent who will make a final ruling after considering available information and meeting with the parent/guardian. In cases of possible retention, the school will provide appropriate remedial support.

Promotion certificates are awarded at the completion of 8th grade to students who satisfactorily complete the District's requirements. A grade point average of 1.0 on a 4.0 scale is required for promotion at Glenn Westlake Middle School. ([6:280](#))

SPECIAL EDUCATION

District 44 provides a free appropriate public education (FAPE) to eligible students with disabilities in accordance with federal and state law, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Students who qualify may receive special education services through an Individualized Education Program (IEP) or accommodations through a Section 504 Plan. These services are provided at no cost to families and are designed to meet students' individual educational needs.

District 44 uses a Student Services Team (SST) approach to identify and support students who may need additional academic, behavioral, social-emotional, communication, or related services. Through this collaborative process, a multidisciplinary team reviews student needs and develops appropriate interventions and supports. If an evaluation for special education services is recommended, parent/guardian consent is required before assessments are conducted. Parents/guardians may also request that their student's needs be reviewed or request an evaluation at any time.

District 44 is a member of both the Cooperative Association for Special Education (CASE) and the DuPage/West Cook Regional Special Education Association. District 44 partners with these regional special education cooperatives and service providers to ensure a full continuum of supports and services is available to eligible students.

Questions regarding special education services, Section 504 accommodations, evaluations, or student support services should be directed to the Director of Special Services.

USE OF ANIMALS IN EDUCATIONAL PROGRAM

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. Additionally, therapy animals are utilized to help support specific social-emotional needs of students; therefore, they may be brought into our schools (i.e. comfort dogs). ([6:100](#))

SECTION 3 - STUDENT HEALTH & WELLNESS

ALLERGIES

If a student has been diagnosed with allergies, please inform the health office using the form provided at registration or by contacting the school. The health office will review this information and reach out with any questions, concerns or suggestions for managing the student's allergy in a school setting. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, an allergy plan using a cooperative effort among families, staff members and students helps the District reduce these risks and provide reasonable accommodations and appropriate treatment in the event of an accidental exposure to allergens. ([7:285](#))



GUIDANCE/COUNSELING/SOCIAL WORK

Students have access to school social workers, school psychologists, and at Glenn Westlake Middle School, counselors. These professionals support the social-emotional health of students and their families and consult with teachers and administrators about the most appropriate services. ([7:250](#))

HEALTH SERVICES

Health information and health forms can be obtained in the school nurse's office or accessed on the [health services page](#) of the District website.

- **Health/Physical Examinations:** Required by the **first day of the academic school year** for Pre-K, Kindergarten, and grade 6 students, as well as any student new to the State of Illinois. The exam must be completed by a physician, nurse practitioner, or physician's assistant and is considered valid if dated within one year of the first day of school. Out-of-state physicals may be accepted upon review by the school nurse. Students who are new to the District and begin after the first day of school have 30 days from their start date to submit a valid physical and up-to-date immunization record to the health office. While records will be requested from the student's previous school, it remains the parent/guardian's responsibility to ensure the documents are received within the 30-day period. **Failure to comply will result in the student's exclusion from school.**
- **Immunizations:** Required by the State of Illinois and pre-determined immunization schedules are followed by medical facilities in Illinois. The school nurse at your student's school will review all immunizations and will communicate any discrepancies or possible concerns. Immunization records are required the first day of school each year.
- **Vision and Hearing Screenings:** All students enrolling in kindergarten or for the first time in an Illinois school shall have an eye examination. The eye examination shall be performed by a licensed optometrist or ophthalmologist. The eye exam must be completed within the calendar year prior to the start of school and be submitted to your student's school health office prior to October 15. Annual vision screening is conducted in grades K, 2, and 8 and for students receiving special education services. New students and students in grades K-3 and students receiving special education services are screened for hearing. Following any of the screening procedures, parents/guardians will be notified if referral to a physician is indicated.
- **Dental Exams:** Required for students in kindergarten and grades 2 and 6 by May 15th of each school year.
- **Physical Education Excuses:** If a student needs to be out of PE due to injury or illness, parents/guardians should inform the health office or teacher. This can be via phone call, a note sent with the student, or an email. For injury or illness that require the student to be out of PE beyond two days, parents/guardians must provide a doctor's note. If a student is out of PE, it also means they cannot participate in recess.
- **Communicable Diseases:** The administration follows Illinois Department of Public Health guidelines regarding communicable diseases. Parents/guardians are asked to report contagious diseases that have been diagnosed by a physician to the school and inform the school of changes in the student's general health or physical status. A doctor's note may be needed to re-admit a student who has been absent due to a communicable disease or any illness.
- **Illness Guidelines:** Please keep your student home if he or she displays fever greater than 100°F, vomiting or diarrhea related to any illness within the last 24 hours. Students should be symptom free (without the use of medication) for at least 24 hours. Contact your physician if he or she has a rash or unusual skin condition, persistent cough, shortness of breath or difficulty breathing. If your student shows any unusual condition or seems generally unwell, please talk to your physician before sending your student to school. Contact your student's health office to communicate any health-related concerns.
- **Illness at School:** A student complaining of not feeling well may be sent home as soon as the school makes proper arrangements. Students will be released only to the parent/guardian or person listed on the emergency contact, and it is important that this information is kept up to date.
- **Injuries at School:** Every effort is made to prevent injury to students when they are at school. Children are supervised when playing during the lunch period, recess, and during the instructional program. Any injury should be immediately reported to the supervisor, a teacher, or to the school office. The school health office or teacher treats minor injuries at once. A parent/guardian or person listed as an emergency contact will be contacted in the event of an emergency.
- **Medication:** If your student needs to take prescription or nonprescription medications during the school day, you must have a District 44 Medication Permission Form signed by the doctor and on file with the school. The parent or guardian should bring new, unexpired, unopened medication (in its original prescription or over-the-counter, childproof bottle) to the school nurse along with the Medication Permission Form. All medications will be administered by school personnel; students may not carry or administer medications with the exception that students may carry prescribed rescue asthma inhalers medication, epinephrine auto-injector (EpiPen), and/or a medication required under a qualifying plan while in school if a liability waiver and a signed medication form is on file in the nurse's office. ([7:270](#))
- **Health Plans:** Students with conditions such as diabetes, severe allergies, or other medical needs may require an individualized health plan to support care during the school day. These plans are developed in collaboration with families and healthcare providers.
- **Medical Emergency Medications:** There are three (3) medications (Albuterol, Epi-pen, and Narcan) that are stocked in our schools that may potentially be given to students in case of a Medical Emergency. Please notify your School Nurse in writing or an email if you DO NOT want your student to be administered these in the event of an emergency. ([7:270](#))



SUICIDE, DEPRESSION AND AWARENESS

District 44 is committed to supporting student mental health and promoting suicide awareness and prevention. Staff are trained to recognize warning signs and connect students and families with appropriate support and resources. Additional information regarding the District's Suicide and Depression Awareness and Prevention Policy. ([7:290](#))

Students and families seeking immediate support may access the following resources 24 hours a day, 7 days a week:

- 988 Suicide & Crisis Lifeline: Call or text 988
- Crisis Text Line: Text HOME to 741741
- Safe2Help Illinois: Call 844-4-SAFEIL (844-472-3345), text SAFE2 (72332), or visit Safe2Help Illinois' website for confidential support and reporting

If you have concerns about a student's mental health or safety, please contact your school's administration, counselor, social worker, psychologist, or another trusted staff member.

SECTION 4 - STUDENT CONDUCT

STUDENT BEHAVIOR ([7:190](#))

The goals and objectives of the Student Behavior policy are to provide effective discipline practices that:

- ensure the safety and dignity of students and staff;
- maintain a positive, weapons-free, and drug-free learning environment;
- keep school property and the property of others secure;
- address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

BUS CONDUCT

Riding the school bus is a school-sponsored activity. Students are expected to follow District behavior expectations and all directions provided by the bus driver. When riding a school bus, students must:

- Remain seated while the bus is in motion
- Keep all body parts inside the bus at all times
- Speak in an appropriate tone and volume
- Use respectful and appropriate language
- Follow all directions of the bus driver
- Refrain from eating or drinking on the bus
- Refrain from throwing objects on or off the bus
- Refrain from use of all electronic devices

In addition, students must not engage in conduct that interferes with safe transportation, including but not limited to:

- Prohibited conduct as defined in Board Policy [7:190](#) (Student Behavior)
- Threats, intimidation, or physical aggression toward others
- Willful damage to the bus or repeated defiance of driver instructions
- Any behavior that endangers the safe operation of the bus or the safety of its occupants

Concerns regarding student behavior on the bus should be reported to school administration. The bus driver may return the bus to school if necessary to address safety concerns.

Violations of bus conduct rules may result in disciplinary action consistent with District policies, including but not limited to:

- Parent/guardian notification
- Verbal or written warning
- Seat reassignment
- Detention
- Referral to administration
- Temporary suspension of bus riding privileges (up to 10 school days)

For gross disobedience or misconduct, the Board of Education may extend suspension of bus riding privileges beyond 10 school days when necessary for safety.



Suspension of bus privileges will follow District suspension procedures. Students suspended from bus transportation who do not have alternate transportation will be provided the opportunity to complete or make up academic work. It is the responsibility of the parent/guardian to notify the school if alternate transportation is not available.

Electronic audio and video recordings may be used as evidence in disciplinary investigations in accordance with District policy. ([4:110](#), [7:220](#))

BULLYING, HARASSMENT AND INTIMIDATION OF STUDENTS

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, military status, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying Definition: Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying Definition: Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying. ([7:180](#))

BULLYING PREVENTION AND RESPONSE PLAN

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below:

1. The District uses the definition of bullying as provided in policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and



parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination/Title IX Coordinator

Brett Sharkey, Assistant Superintendent of Staff & Student Services, bsharkey@sd44.org

Complaint Managers

Scott Stehlik, Director of Employee Relations, sstehlik@sd44.org

Allie Hahn, Director of Strategic Initiatives, ahahn@sd44.org

4. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.



The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies. ([7:180](#))

CELL PHONES, OTHER ELECTRONIC DEVICES

The District is not responsible for the loss, theft, or damage of personal electronic devices.

Electronic devices may only be used before or after the school day. Devices may not be used during the school day. Elementary students must keep devices turned off and stored in a secure location during the school day.

Students may not use electronic devices to create, possess, view, transmit, or share inappropriate or unlawful content, including indecent visual depictions or the non-consensual dissemination of private sexual images as defined by State law. Inappropriate use of personal technology is subject to disciplinary action. ([7:190](#))

Students may not use personal electronic devices to record, photograph, livestream, transmit, post, or share images or video of student fights, altercations, disciplinary incidents, or other events involving student safety or misconduct while on school property, on school transportation, or at school-sponsored activities or events. Students are expected to seek assistance from a staff member rather than use a device to observe, document, or promote such incidents. Violations may result in disciplinary action.

Middle School Device Violations

- 1st Offense: The device will be confiscated and held in the school office until the end of the school day. The student may pick up the device at dismissal.
- 2nd Offense: The device will be confiscated and held in the school office. A parent/guardian will be notified and must retrieve the device from school.
- 3rd and Subsequent Offenses: The device will be confiscated and held in the school office. A parent/guardian will be notified and must retrieve the device from school. The student will be assigned an after-school detention and may be required to participate in a conference or intervention plan involving the student, parent/guardian, and school staff.

BLUETOOTH & ACCESSORY DEVICES

Bluetooth-connected devices, including headphones, earbuds, AirPods, and smartwatches, may only be used as authorized by school staff for instructional purposes. When not authorized for educational use, these devices must be removed and stored in accordance with school expectations. Teachers and administrators may require students to remove or store such devices at any time.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or District level designee, Building Principal, or Building Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. ([7:190](#))

DETENTION

Students may receive a detention for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. If a student is to remain after school for a detention, a teacher or school administrator will contact the student's parent/guardian by phone or send home a detention form for the parent/guardian to sign.



Detentions at Glenn Westlake Middle School are scheduled for one hour after school as needed during the school week from 2:50 PM to 3:50 PM. Students serving detentions are expected to write a reflection. If a student misses a detention on the assigned date due to being absent, it is the student's responsibility to reschedule his/her detention on the next day the student returns to school with the school office. If a student misses a detention for any other reason than an absence, and there is no prior communication with the school office, the student will be scheduled for a double detention (two one-hour detentions on subsequent days), one for the original detention and one for missing the first detention. If a student misses either of these detentions for any reason other than an absence, the student will be assigned an Extended Day.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Extended day study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy [7:220](#), Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy [7:200](#), Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy [7:210](#), Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. ([7:190](#))

EXPULSION PROCEDURES

Students may be recommended for expulsion for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. Before a student may be expelled, the student and his/her parent/guardian will be provided a written request to appear at a hearing before the Board of Education or a hearing officer appointed by the Board, to determine whether the student should be expelled. The District's expulsion procedures are set forth in Board Policy [7:210](#).

EXTENDED DAY SCHOOL - MIDDLE SCHOOL

Students in Grades 6-8 may receive an Extended Day School for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The Extended Day School is a three-hour detention served after school from 2:45 PM to



5:45 PM. If a student is assigned an Extended Day School, a school administrator will notify the student's parent/guardian. Students serving an Extended Day School are expected to write a reflection and work on school assignments for the duration of the detention. The student's parent/guardian must pick up the student from school at 5:45 PM. If a student is absent from school and needs to reschedule the Extended Day School, on the next day the student returns to school with the school office.

If a student misses an Extended Day for any other reason than an absence, and there is no prior communication with the In-School Suspension supervisor, the student will be assigned to the In-School Suspension room for the next day of student attendance. If a student is behaving inappropriately during an Extended Day, parents/guardians will be called, the student will be picked up immediately, and the student will be assigned to the In-School Suspension room for the next day of student attendance.

IN-SCHOOL SUSPENSION

Students may receive an in-school suspension (ISS) for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student's parent/guardian when a student is assigned an ISS. On the day(s) on which a student is to serve an in-school suspension, the student must report to the school office. Students who are assigned an in-school suspension are ineligible to participate in or attend any after-school events.

OFFICE REFERRAL

Students may receive an Office Referral for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The teacher or school administrator will contact the student's parent/guardian.

OUT-OF-SCHOOL SUSPENSION PROCEDURES

Students may receive an out-of-school suspension for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student's parent/guardian when a student is assigned an out-of-school suspension. The District's out-of-school suspension procedures are set forth in Board Policy [7:200](#).

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are



under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning, pantsing, etc.), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board Policy [7:185](#), Teen Dating Violence Prohibited.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public-school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. A gang is considered any group of two or more persons whose purpose included the commission of illegal acts. This includes but is not limited to the wearing of certain clothing, committing any act – verbal or non verbal – such as gestures or hand shakes to show off membership to a gang. Using speech or committing any act or omission in furtherance of any gang or gang activity including soliciting membership, requesting pay protection or otherwise threatening or intimidating any person. Students engaging in gang-related activity will be subject to one or more of the following: removal from extracurricular and athletic activities; conference with parents/guardians; referral to an appropriate law enforcement agency; suspension for up to 10 days; expulsion not to exceed two calendar years.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee/



22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. [\(7:190\)](#)

RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. [\(7:190\)](#)

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student’s parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm.

In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student’s parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year. [\(7:190\)](#)

RESTORATIVE MEASURES

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [\(7:180\)](#)

SEARCH AND SEIZURE

Maintaining order and security in schools is essential to establishing a positive learning environment. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Additional information on the guidelines when conducting a search are outlined in Board policy [7:140](#), Search and Seizure. Items that may merely disrupt the educational process can be confiscated until



the item can be removed from the educational setting without creating a potential disruption. Whenever an item is seized, disciplinary action may be taken. ([7:140](#))

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. ([7:185](#))

TIME OUT AND PHYSICAL RESTRAINT

Reasonable force by district employees may be used as needed to maintain his/her own safety, the safety of a student or other students, or to protect other school personnel or visitors. Reasonable force may also be needed for the purpose of self-defense, or protecting the physical site. Isolated time-outs or physical restraint may be utilized consistent with the requirements of the School Code and with the regulations of the Illinois State Board of Education. Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. ([7:190](#))

WEAPONS

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “lookalikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy’s prohibitions concerning weapons apply regardless of whether the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. ([7:190](#))

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. ([7:190](#))

WRITTEN WARNINGS - MIDDLE SCHOOL

Utilized at Glenn Westlake Middle School, an interactive component of Skyward allows for teachers, school staff, or administrators to record and communicate student minor misbehaviors throughout the school day. These are referred to as “written warnings”. Written warnings include, but are not limited to, disruptions to the learning environment, displaying disrespect to peers or staff, damaging school or student property, not using technology appropriately, engaging in inappropriate behavior, repeated failure to bring learning tools to class, not following directions/procedures, and being late to class. After 5 written warnings, students will serve an after school detention. Other behavioral interventions may also take place depending on the nature of the written warnings. The student/ parent/guardian will be contacted through email after each written warning. Emails are automatically sent to parent email in the evening of the day that the written warning occurred.

The behavior log keeps record of the misbehaviors for the duration of the school year, however consequences for written warnings will start over throughout the year to give students a fresh start. Based upon the number of written warnings on the student’s behavior log over the course of the school year, the following consequence may be assigned as determined on a case-by-case basis. Continued violation of school rules may result in additional disciplinary consequences.

- 5 written warnings - After school detention
- 10 written warnings - After school detention



- 15 written warnings - After school detention, meeting with the Dean, contact home
- 20 written warnings - Office referral and an Extended Day School
- 25 written warnings - After school detention
- 30 written warnings - After school detention, meeting with the administration, contact home
- 35 written warnings - Office referral, an Extended Day School
- 40 written warnings - After school detention, meeting with the administration, contact home
- 45 written warnings - Office referral and Extended Day School





LOMBARD ELEMENTARY DISTRICT 44

SCHOOL CALENDAR 2026-2027

Grades K - 8

AUGUST 2026						
Mon	Tue	Wed	Thu	Fri	Total	
3	4	5	6	7	0	
10	11	12	13	14	0	
17	18	19	20	21	0	
(I 24	A 25	26	27	28	3	
31					1	
TOTAL					4	

4+2=6

NOVEMBER 2026						
Mon	Tue	Wed	Thu	Fri	Total	
2	H 3	4	5	6	4	
9	10	11	12	13	5	
16	17	18	19	20	5	
PT 23	PT 24	NA 25	H 26	NA 27	0	
30					1	
TOTAL					15	

15+2=17

FEBRUARY 2027						
Mon	Tue	Wed	Thu	Fri	Total	
1	2	3	4	5	5	
8	9	10	11	12	5	
H 15	16	17	18	19	4	
22	23	24	25	I 26	4	
TOTAL					18	

18+1=19

MAY 2027						
Mon	Tue	Wed	Thu	Fri	Total	
3	4	5	6	7	5	
10	11	12	ER 13	14	5	
17	18	19	20	21	5	
24	25	26	27	28	5	
H 31					0	
TOTAL					20	

20

Staff Attendance:

Aug 24: First Full day

Student Attendance:

Aug 26: Gr K-8 First day

Student Hours	Full day	Half day
Elementary	8:35 - 3:15	8:35 - 11:40 am
Middle School	8:00 - 2:45	8:00 - 11:00 am

Early Release Day Hours

Elementary

8:35 am - 1:15 pm

Middle School

8:00 am - 12:45 pm

Attendance Totals:	Teacher **	Student *
Nov 13 - Trimester 1	57	53
March 5 - Trimester 2	65	61
June 14 - Trimester 3	64	63
Totals	186	177

**Includes 4 Institute Days, 2 PTC, 2 SIP, 1 Half SIP, 1 All Staff Attendance Day, 5 Emer Days

*Includes 5 Emergency Days

SEPTEMBER 2026						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	4	4	
H 7	8	9	10	11	4	
14	15	16	17	ER 18	5	
21	22	23	24	25	5	
28	29	30			3	
TOTAL					21	

21

DECEMBER 2026						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	4	4	
7	8	9	10	11	5	
14	15	16	17	ER 18	5	
21	22	23	24	H 25	0	
28	29	30	31		0	
TOTAL					14	

14

MARCH 2027						
Mon	Tue	Wed	Thu	Fri	Total	
1	2	3	4	5	5	
8	9	10	11	12	5	
15	ER 16	17	18	19	5	
22	23	24	25	NA 26	4	
29	30	31			0	
TOTAL					19	

19

JUNE 2027						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	ER 4	4	
SIP 7	ED 8	ED 9	ED 10	ED 11	0	
ED 14	15	16	17	H 18	0	
21	22	23	24	25	0	
28	29	30			0	
TOTAL					4	

4 + 5 Emer days + 1 = 10

June 4, 2027 is the last day

of student attendance

if NO emergency days are used.

June 14, 2027 is the last full day

of student attendance

if all 5 emergency days are used.

Pupil Attendance Days (includes 8 ER)	177
FULL DAY SCHOOL IMPROVEMENT DAYS	2
APPROVED INSTITUTE DAY (limit 4 days)	4
FULL DAY PARENT/TEACHER CONFERENCES	2
STAFF ALL ATTENDANCE DAY	1
TOTAL	186

Calendar Legend

Holiday	H
Institute Day	I
Not in Attendance	NA
School Begins	(
School Closes	)
Emergency Day	ED
School Improvement Days	SIP
End of Trimester	
Staff Attendance Day	A
Early Release Days	ER

OCTOBER 2026						
Mon	Tue	Wed	Thu	Fri	Total	
			1	2	2	
5	6	7	8	I 9	4	
H 12	SIP 13	14	15	16	3	
19	20	21	22	23	5	
26	27	28	29	ER 30	5	
TOTAL					19	

19+2=21

JANUARY 2027						
Mon	Tue	Wed	Thu	Fri	Total	
				H 1	0	
4	5	6	7	8	5	
11	12	13	14	I 15	4	
H 18	19	20	21	22	4	
25	26	ER 27	28	29	5	
TOTAL					18	

18+1=19

APRIL 2027						
Mon	Tue	Wed	Thu	Fri	Total	
			1	2	0	
5	6	7	8	9	5	
12	13	ER 14	15	16	5	
19	20	21	22	23	5	
26	27	28	29	30	5	
TOTAL					20	

20

JULY 2027						
Mon	Tue	Wed	Thu	Fri	Total	
			1	2	0	
NA 6	7	8	9	10	0	
13	14	15	16	17	0	
20	21	22	23	24	0	
27	28	29	30	31	0	
TOTAL					0	

Parent/Teacher Conferences (PT)

Monday, November 23, 2026:

No school

Day Conference 1:00 - 4:00 pm

Evening Conference 5:30 - 8:00 pm

Tuesday, November 24, 2026:

No school

Day Conference 1:00 - 4:00 pm

Evening Conference 5:30 - 8:00 pm

Wednesday, November 25 and

Friday, November 27:

No School for students and staff

SIP Days: Oct 13 & June 7

SIP Half-Day: Feb 12 - Classes a.m./SIP p.m.

LEGAL SCHOOL HOLIDAYS

Labor Day	September 7
Columbus Day/Indigenous Peoples' Day	October 12
General Election Day	November 3
Thanksgiving Day	November 28
Christmas Day	December 25
New Year's Day	January 1
M.L. King's Birthday	January 18
Presidents' Day	February 15
Memorial Day	May 31

Board approved 1/13/2026

Calendar 2026-2027

Visit www.sd44.org!

All district calendars for the school year can be viewed on our website.



Student Breaks & Holidays

Lombard District 44



Preparing for 2026–2027

It's never too early to plan quality time with your family or make arrangements for childcare during school breaks. Below are the dates for student school holidays for 2026–2027 to help you make the most of these opportunities for family connection and care.

FIRST DAY OF SCHOOL

August 26, 2026

THANKSGIVING BREAK

November 25 – 29, 2026

WINTER BREAK

December 19, 2026 – January 3, 2027

SPRING BREAK

March 27, 2027 – April 4, 2027

LAST DAY OF SCHOOL*

June 4, 2027

*June 14, 2027 is the last full day of student attendance if all 5 emergency days are used.

OTHER STUDENT DAYS OFF

- September 7, 2026
- October 9–13, 2026
- November 3, 2026
- November 23–24, 2026
- January 15–18, 2027
- February 15, 2027
- February 26, 2027
- March 26, 2027
- May 31, 2027

EARLY RELEASE & HALF DAYS*

- September 18, 2026 (ER)
- October 30, 2026 (ER)
- December 18, 2026 (ER)
- January 27, 2027 (ER)
- February 12, 2027 (1/2, PM)
- March 16, 2027 (ER)
- April 14, 2027 (ER)
- May 13, 2027 (ER)
- June 4, 2027 (ER)

*JSECC does not have Early Release or Half days

JSECC Student Breaks & Holidays

John Schroder
Early Childhood Center



Preparing for 2026–2027

It's never too early to plan quality time with your family or make arrangements for childcare during school breaks. Below are the dates for student school holidays for 2026–2027 to help you make the most of these opportunities for family connection and care.

FIRST DAY OF SCHOOL

August 31, 2026

THANKSGIVING BREAK

November 25 – 29, 2026

WINTER BREAK

December 19, 2026 – January 3, 2027

SPRING BREAK

March 27, 2027 – April 4, 2027

LAST DAY OF SCHOOL*

June 4, 2027

*June 14, 2027 is the last full day of student attendance if all 5 emergency days are used.

OTHER STUDENT DAYS OFF

- September 7, 2026
- October 9–13, 2026
- October 26, 2026
- November 3, 2026
- November 23–24, 2026
- January 4, 2027
- January 15–19, 2027
- February 12–15, 2027
- February 26, 2027
- March 5–8, 2027
- March 19, 2027
- March 26, 2027
- May 3, 2027
- May 31, 2027

Attendance Line
available 24 hours
(630) 827-4261

Visit www.sd44.org!

All district calendars for the school year can be viewed on our website.





Park View
Elementary School



Wm. Hammerschmidt
Elementary School



Butterfield
Elementary School



Pleasant Lane
Elementary School



LOMBARD
DISTRICT 44

Nurturing Growth,
Fostering Connections.



Madison
Elementary School



John Schroder Early Childhood
Center



Glenn Westlake
Middle School



Manor Hill
Elementary School